

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Addressee 1 Name]
[Addressee 1 Address]
[City, State, Zip Code]
[Addressee 2 Name]
[Addressee 2 Address]
[City, State, Zip Code]
[Addressee 3 Name]
[Addressee 3 Address]
[City, State, Zip Code]
Dear [Addressees' Names],
[Body of the letter]
Sincerely,
[Your Name]